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**CALIFORNIA DEPARTMENT OF REHABILITATION
OFFICE OF LEGAL AFFAIRS AND REGULATIONS (047)
ATTORNEY I (Class Code 5778)
DUTY STATEMENT**

MISSION OF ORGANIZATIONAL UNIT

The Legal Affairs and Regulations Office works in collaboration with all Department programs to provide timely, thorough, balanced, and accurate counsel, information, and representation to model and empower bold decision-making to advance employment, independence, and equality for all Californians with disabilities.

CONCEPT OF POSITION

The Attorney I, under the supervision of the Chief Counsel, advises managers, supervisors, and staff of the laws and policy relating to employment, authority of the Department, promulgating regulations, records, and public contracting. These laws include the Civil Service Act, Americans with Disabilities Act, Fair Employment and Housing Act, Unruh Civil Rights Act, California Public Records Act, Information Practices Act, Rehabilitation Act of 1973, as amended, Randolph Sheppard Act, Welfare and Institutions Code section 19000 et seq., and Public Contract Code. The essential functions include but are not limited to:

ESSENTIAL FUNCTIONS

A. RESPONSIBILITIES OF POSITION

- 30% Provides accurate, thoroughly researched advice through well-written documents and other modes of communication to Department management and staff regarding civil service laws and regulations, including the Americans With Disabilities Act. In the less complex personnel matters, writes and reviews Notices of Adverse Action, Medical Actions, and other personnel matters and represents the Department at State Personnel Board hearings. Provides advice, including written memoranda, on Unemployment Insurance, Workers' Compensation, and Reasonable Accommodation matters.
- 25% Advises managers in the Vocational Rehabilitation and Employment Division, Specialized Services Division, and Vocational Rehabilitation Policy and Resources Division on to state and federal laws governing the rights, responsibilities, and processes related to the vocational rehabilitation. This includes advising on draft administrative review decisions and memoranda in preparation of administrative hearings before

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an impartial hearing officer and advice regarding changes in regulations and promulgating regulations.

- 15% Advises managers and staff on and responds to subpoenas, California Public Records Act requests, and requests for personal information.
- 15% Provides representation of the Department's Business Enterprises Program for the Blind in administrative hearings.
- 10% Advises managers and staff in relation to contracts and grants, including review of solicitations, contract and grant award, and contract review.

MARGINAL FUNCTIONS

- 5% Attend meetings and trainings as needed. Performs other duties as required.

The above percentages of time are estimates only. The above duties and assigned percentages of time for the duties are subject to change and may include other duties not listed above as directed by the Chief Counsel and/or other management.

B. SUPERVISION RECEIVED

The Attorney I works under the direct supervision of the Chief Counsel, but has independence and discretion to perform their duties without routine review.

C. SUPERVISION EXERCISED

The Attorney I provides no direct supervision. However, the Attorney I may direct the work of the Legal Analyst and clerical support staff.

D. ADMINISTRATIVE RESPONSIBILITIES

The Attorney I is responsible for receipt and completion of assignments in their assigned areas, completion of timely reports as required by Department policy, and organization and monitoring of all work they delegate to a legal analyst or clerical staff, and uses the computer to be effective in work.

E. PERSONAL CONTACTS

The Attorney I has extensive contacts within and outside the Department. As an expert in the laws relating to programs administered by the Department, the Attorney I consults and advises Department managers on legal matters and assists the Attorney General's Office in the preparation and representation of less complex litigation.

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F. ACTIONS AND CONSEQUENCES

The Attorney I in this position deals with confidential and sensitive legal matters arising from the operation of the Department in which substantial federal and state funding is involved. Failure to provide sound legal advice and exercise good judgment could subject the Department to costly litigation or compliance action, with significant adverse fiscal and policy consequences.

G. OTHER INFORMATION

Occasional travel to provide advice, training, or represent the Department in administrative actions is required. Office space is a standard, enclosed, office in a smoke-free environment.

Employee's Signature

Date:

Supervisor's Signature

Date: